

## General Information

### *Student Records and Privacy*

Public Law 93-380 as amended, the Family Education Rights and Privacy Act of 1974, also known as the Buckley Amendment, protects the privacy of student records. Calumet College of St. Joseph is committed to full compliance with this legislation. All educational records shall be made available to students upon request in accordance with the General Education Provisions Act, Title IV, Public Law 90-247 and Public Law 93-380 as amended. Likewise, individually identifiable educational records will not be released to any party other than authorized individuals without the written consent of the student.

Educational records are found in the following offices: Enrollment Management and Financial Aid, the Registrar, Alumni, Enrollment Management, and Career Services. All other student records are deemed non-educational records and are regulated according to the policies of those individual offices as stipulated in the Act.

All student records are open to inspection and review by the individual student with the following exceptions: confidential letters written prior to January 1, 1975; records held by law enforcement personnel; counseling and other psychological records pertaining to a student; private records in the sole possession of the originator; and the financial records of parents. Student records are open to other school officials, including instructors who have been determined to have legitimate educational interests, and others specified in Sec. 438 (b) (1) (B) through (I). An appellate board can be convened to review documents withheld for any of the reasons stipulated above.

Calumet College of St. Joseph considers the following categories of information to be directory information, which may be released at the discretion of the administration in such forms as news releases, directories, or computer address lists: the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, the most recent previous educational institution attended, and class schedule.

Questions and concerns pertaining to student records should be referred to the Registrar's Office.

### *Non-Discrimination Assurance*

Calumet College of St. Joseph is an equal opportunity employer and educator. In compliance with Title IX of the Educational Amendments of 1972 and Title VII of the Civil Rights Act of 1964, no one will be denied admission or employment on the basis of sex, race, religion, color, or national origin. In addition, no student or employee will be excluded from participation in, be denied benefits of, or be subjected to discrimination in any college educational program or activity on the basis of sex, race, religion, color, or national origin.